

**SPECIAL PROCEDURES FOR SCHOOLS THAT  
DO NOT CHARGE SEPARATELY FOR MEALS**

**PURPOSE:** This instruction outlines the type of free meal policy required in schools (usually tuition and boarding-type, i.e., RCCIs) that do not charge separately for meals.

**SCOPE:** Sponsors participating in the National School Lunch Program and School Breakfast Program.

All schools participating in the National School Lunch and School Breakfast Programs must submit a free and reduced price policy statement pursuant to Part 245 of the Regulations. In the case of schools that do not price meals separately and serve meals to all attending children, a simplified policy statement may suffice. Such a statement must declare that the entire enrollment is being served the same meals, and that there is no physical segregation of, or other discrimination against, any child in the course of the meal service. This type of school need not make a public announcement of its standards.

If such schools claim reimbursement under special cash assistance funds for free or reduced price meals, the simplified policy statement must be augmented with a family income scale. Only those meals which are served to children who are eligible for a free or reduced price meal under the approved family income scale shall be claimed for reimbursement. Schools usually require a school enrollment application to be completed. Where such an application contains information on family income and the number of persons in the household, further inquiry into eligibility need not be made by the school. All schools that do not have such information on file shall observe the provisions of Section 245.6 of the Regulations, which require that this information be obtained by separate application if reimbursement is claimed for free and reduced price meals.

**SOURCE:** FNS INSTRUCTION 782-13, DATED APRIL 25, 1973, UNITED STATES DEPARTMENT OF AGRICULTURE

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